

Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 www.acrpc.org Phone: 802.388.3141 Fax: 802.388.0038

June 3, 2020

Town of Bristol
 Attn: Valerie Capels
 P.O. Box 249
 Bristol, Vermont 05443

Re: Addison County Regional Planning Commission Invoice #3 for Unified Development Regulations including adding Subdivision Regulations.

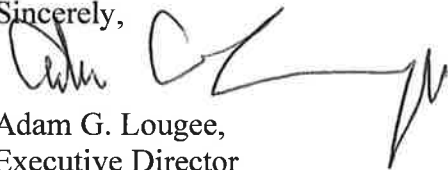
Dear Valerie and members of the Bristol Selectboard:

Enclosed please find the third invoice for the work I have done on the project noted above from January - May. During the timeframe of the invoice, I worked with Kris Perlee and Katie Raycroft-Meyer to complete a final draft of Unified Development Regulations, including Subdivision Regulations and a section addressing on farm accessory businesses, conforming with the law passed last legislative session for the Town of Bristol. I also met with the Planning Commission at meetings in April and May to incorporate their feedback and secure their approval of the draft.

I also need to apologize for the lateness of the contract amendment included with this invoice. I should have formally requested the contract amendment in December, in January when I sent Invoice 2. At that time, I understood that I had exhausted the funds under the previous contract and while my cover letter (attached for your reference) discussed a new contract, I failed to specifically ask for one and failed to follow-up as I stated I would in my letter. Meanwhile, I felt I was so close to finishing a good final draft that I plowed forward with the work. I finished the drafting in January, prior to sending Invoice 2. Once the draft was completed, I also felt the obligation to explain it to your Planning Commission. I believe it is good work that will benefit Bristol and hope you will accept this apology, the belated contract amendment and the invoice for the work attached.

Thank you for the opportunity to provide these services. I hope to be able to continue to support the Planning Commission and the Selectboard as the Regulations work their way through the hearing process to a vote.

Sincerely,



Adam G. Lougee,
 Executive Director

Addison County Regional Planning Commission

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Fax: 802.388.0038

BILLING INVOICE #3

TO: Town of Bristol
PO Box 249 1 South Street
Bristol, Vermont 05443

ATTENTION: Valerie Captels, Town Administrator

FROM: Adam Lougee, Executive Director
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, Vermont 05753

DATE: ~~January 21, 2020~~ June 3, 2020

**Re: Aid to Town of Bristol – Add Subdivision Regs to Zoning Regs to
Create Unified Regulations As Amended**

Adam Lougee

Jan 2020	27.5 HRS
April 2020	5.25 HRS
May 2020	9.5 HRS
	<u>42.25 HRS @ \$123.29= \$5,209</u>

Cost over on INV #2
1/21/2020 \$615.53

TOTAL \$5,824.53

**PAYABLE TO: Addison County Regional
Planning Commission**

Thank you.


Adam Lougee, Executive Director

Addison
Lincoln
Salisbury

Bridport
Middlebury
Shoreham

Bristol
Monkton
Starksboro

Cornwall
New Haven
Vergennes

Ferrisburgh
Orwell
Waltham

Goshen
Panton
Weybridge

Leicester
Ripton
Whiting



Addison County Regional Planning Commission

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January 27, 2020

Town of Bristol
Attn: Valerie Capels
P.O. Box 249
Bristol, Vermont 05443

Re: Addison County Regional Planning Commission Invoice #2 for Subdivision Regulations.

Dear Valerie:

Enclosed please find the second invoice for the work I have done on the project noted above from October to December. It also includes some mapping work Kevin did in July. During the timeframe of the invoice, I worked with Kris Perlee to develop Subdivision Regulations for the Town of Bristol. During this time period, we got very close to a draft for the Planning Commission to review. I also exhausted the amount we had budgeted for the project. As you can see the cost exceeds to bill by about \$615. If you go back to review the contract, you will also note that ACRPC did not promise to complete the work for the amount of the contract. At that time, we anticipated it might cost more to complete the draft.

Unfortunately, we were correct. However, as of now, I have sent Kris a draft that I believe is ready for the Planning Commission to consider and hope will be very close to a final draft that Bristol can adopt. Accordingly, while I definitely had more hours in January, I am hopeful that I will be able to complete the project with little additional work.

Thank you for the opportunity to provide these services. I look forward to continuing this work and will call you early next week to discuss the possibility of a contract amendment.

Sincerely,

Adam G. Lougee,
Executive Director

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting

